

**CONFIDENTIAL***Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 26 March 1957

FROM : Chief, Clerical Training

SUBJECT: Report Number 13, Week of 19 - 25 March 1957

1. Numbers in Clerical Induction Training. During the week of 19 March there were  people in Clerical Induction Training. 25X1

2. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 19 March were as follows:

	Tested	Qualified	
Shorthand	<input type="text"/>		25X1
Typewriting			

3. Clerical Skills Qualification Tests Administered by Clerical Refresher Training. The results of the Clerical Skills Qualification Tests given by Clerical Refresher Training on 25 March were as follows:

	Tested	Qualified	
Shorthand	<input type="text"/>		25X1
Typewriting			

4. Numbers in Clerical Orientation Training. In Clerical Orientation there were  people for the week of 19 March. 25X1

5. Special Typewriting Course for Commo Technicians. A group of  men from the Office of Communications completed a special four-week typewriting training class which was organized for them at the request of that Office. They attended the class one hour a day every day at 1535 after their work day was finished (a total of 19 class hours). 25X1

About  of the men knew something about the typewriter keyboard; the remainder had no knowledge of it whatsoever. The training results were most gratifying. Not only did the group learn the touch system of typing, but those who had not had previous training acquired a speed of 12 to 25 wpm with from 3 to 6 errors. The material presented included numbers, dates, special symbols, and parts of the machine.  the instructor who conducted this course, found the trainees receptive and feels that it was a most rewarding effort. 25X1

25X1

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